

APPROVED

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

May 19, 2016

1. Roll Call

Chairman Richard Lappin called the meeting to order at 8:32 AM.

Directors present: Steve Durkee, Bob Gagliardi, Evan Granoff, Susan Lapidus, and Richard Lappin

Ex Officio Members present: Rich Pezzillo, Russ Ricci and Lt. George Smith

Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, DID Senior Director, and Alison Izzi, DID Accounting Manager, Frank Zammarelli, Operations Manager.

2. Approval of the minutes from April 21, 2016 meeting

Director LaPidus motioned to approve the minutes from the April 21, 2016 board meeting. Director Durkee seconded the motion and a roll call vote was held as follows:

Director Durkee

Director Gagliardi

Director Granoff Yes

Yes

Yes

Director Lapidus

Director Lappin Yes

Yes

Therefore the motion passed.

3. VOTE to thank Bert Crenca for his years of service on the DID board.

Chairman Richard Lappin announced that Vice Chairman Bert Crenca has resigned from the board effective May 17, 2016. Bert stated personal reasons as the basis for his resignation.

Director Durkee motioned to thank Bert Crenca for his many years of service to the DID. Director Lapidus seconded the motion and a roll call vote was held as follows:

Director Durkee

Director Gagliardi

Director Granoff Yes

Yes

Yes

Director Lapidus

Director Lappin Yes

Yes

Therefore the motion passed.

4. City of Providence Update

Lt. George Smith reported that overall crime statistics are down in the City. He reported that there is a protest currently at Textron with

people chained to doors. Police will be monitoring the situation. He reported that the Park Rangers are now short posted in Burnside Park and not at Waterplace Park, since there is increased activity in Burnside Park.

5. Report from Block by Block

Frank Zammarelli reported on the safety teams schedule and the different service levels received in each of the 4 zones. He reported that he has changed the safety team's schedule to provide more coverage when most people are downtown. Frank provided a district map that showed the 4 zones and stated the schedule needs to be flexible in order to accommodate unanticipated problems that need special attention, i.e. Fulton Street, Burnside Park and the Financial District. He reported that he has had an ambassador short posted in the financial district, in front of the Arcade for the past 2 weeks and panhandling and other problem issues have improved. He reported that the Financial District gets the benefit of double coverage because it borders 2 zones and reported that he will continue to monitor the situation and make adjustments as needed.

6. Financial Report

Alison Izzi presented the financial statements for April 2016. Collections for the year are at 91%. There were no unusual operating expenditures for the month of May and expenses are tracking close to budget. The public hearing on the proposed budget will take place on June 16, 2016.

Director Gagliardi motioned to approve the April financial statements. Director Durkee seconded the motion and a roll call vote was held as follows:

Director Durkee

Director Gagliardi

Director Granoff Yes

Yes

Yes

Director Lapidus

Director Lappin Yes

Yes

Therefore the motion passed.

7. Presentation and VOTE on 2017 Proposed Budget for Public Hearing

Alison Izzi presented the draft budget for 2017 and the projected year

end budget for 2016. (See Attached).

Year 2016 is projected to finish with Net Income from Operations of approximately \$50,000 and Net Income after depreciation and special projects of (\$23,000).

The proposed budget assumes assessment rates for FY 2017 will remain consistent with prior year and uses the City valuations as of 12/31/15. The current rates for Zone 1 and Zone 2 are:

- Zone 1 0.00121719**
- Zone 2 0.00091533**

Assessment revenue will increase by \$100,000. Overall operating expenses will increase by \$5,000. The increase is due to an increase in the Block by Block contract in the amount of \$20,000 offset by decreases in marketing expenses, landscape materials and health care costs. The amount available for Special Projects for FY 2017 is \$100,000. The FY 2017 draft budget as presented reflects Net Income from Operations of \$100,000 and Net Income after depreciation and Special Projects of \$70,000. Both figures are before staff raises.

Director Durkee motioned to accept the 2017 proposed budget with the stipulation that additional discretionary surplus spending be allocated to supplement clean and safe services in the financial district and where needed until current negative sidewalk activity

such as panhandling is stabilized. Director Gagliardi seconded the motion and a roll call vote was held as follows:

Director Durkee

Director Gagliardi

Director Granoff Yes

Yes

No

Director Lapidus

Director Lappin Yes

Yes

Therefore the motion passed.

8. Report from Senior Director

Frank LaTorre reported that the Financial District sidewalk project will be starting in July. He is also working with Todd Turcotte on the

Capital Center Expansion and the project is moving forward, He reported that RIPTA has agreed to hire a private security company that will occupy the sub-station in Kennedy Plaza.

Frank also continues to work on quality of life issues specifically on panhandling and homeless issues in the financial district. Included in his handout is a list from the City of Providence that describes conduct that is prohibited within the City. Frank reported that his work on the Middle Street alley revitalization is moving forward.

9. Marketing Report

Joelle Kanter reported that she is waiting for a commitment letter from the RI Commerce Corporation announcing the details of the Main Street RI Streetscape Grant for the signage project. There is a meeting scheduled next week with the fabricator to start outlining the plans. Fabrication and completion of the project is scheduled for this year. Joelle reported that the redesigned parking website will be launched in June with a new responsive design. Real time data will be integrated into the website including parking pricing and availability allowing parking operators to enter their own information directly into the system. Upcoming events include Bike to Work Day on May 20th; Waterfire on May 21st (basin) and May 28th (full); Providence Police Memorial 5K on May 22nd; the PVD Fest June 2nd – 5th and the Pride Fest on June 18th.

10. Executive Session under R.I.G.L. 42-46-5(1) to discuss employee compensation matters

Director Durkee made a motion to go into Executive Session to discuss employee compensation matters relating to the 2017 budget. Director Lapidus seconded the motion and a roll call vote was taken as follows:

Director Durkee

Director Gagliardi

Director Granoff Yes

Yes

Yes

Director Lapidus

Director Lappin Yes

Yes

Therefore the motion passed.

After voting to conclude the Executive Session and resume the open meeting, a motion was made by Director Durkee and seconded

Director Gagliardi to adjourn the meeting.

11. Adjournment

The meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Alison Izzi

Accounting Manager

Downtown Improvement District